

BUILDING AND CODE ENFORCEMENT DIVISION
ENGINEERING & ENVIRONMENTAL SERVICES DIVISION

Date: _____

PIN: _____ Township: _____

Section: _____ T: _____ R: _____

MAIL TO:
Primary Contact/Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Cell Phone: _____
EMAIL: _____

Property Owner's Name: _____
Property Address: _____ Address: _____

City: _____
City: _____ Phone: _____
Description: _____
Cost of Project (new only) \$ _____
Cost of Alterations (only) \$ _____

Square Footage: _____

Cubic Footage: _____

☐ **COMMERCIAL/
MULTI-FAMILY**

- ☐ New
- ☐ # of Dwelling Units
- ☐ Addition
- ☐ Alteration
- ☐ Alter/Add
- ☐ Accessory
- ☐ Re-Roof
- ☐ Re-Side

☐ **RESIDENTIAL/
1 & 2 DWELLING**

- ☐ New
- ☐ Duplex
- ☐ Addition
- ☐ Alteration
- ☐ Alter/Add
- ☐ Accessory
- ☐ Re-Roof
- ☐ Re-Side

☐ **MOBILE HOME/
RECREATION
VEHICLE**

- ☐ # of New
Pads _____

☐ **PLUMBING**

- ☐ # of Fixtures
- ☐ # of Water Heaters
- ☐ # of Boilers
- ☐ # of Fire Sprinklers
- ☐ Private Above Ground Pool
- ☐ Private Below Ground Pool
- ☐ Commercial Swimming Pool
Size _____ ft. x _____ ft.

☐ **MISCELLANEOUS**

- ☐ Canopy
- ☐ Communication Tower
- ☐ Communication Vault/Building
- ☐ Elevator
- ☐ Fence
- ☐ Fuel Island Pumps
- ☐ Fuel Above Ground Tanks
- ☐ Fuel Below Ground Tanks
- ☐ Hot Tub/Spa
- ☐ Lawn Sprinklers
- ☐ Pool Commercial
- ☐ Pool Residential Above Ground
- ☐ Pool Residential Below Ground
- ☐ Residential TV Tower
- ☐ Retaining Wall
- ☐ Sea Wall
- ☐ Sign

☐ **TEMPORARY USE**

- ☐ Animal Show or Exhibition
- ☐ Batch Plant
- ☐ Carnival or Circus
- ☐ Model Home
- ☐ Construction Office/Shed
- ☐ Events of Public Interest
- ☐ Real Estate Sales Office
- ☐ Temporary Sales
- ☐ Temporary Seasonal Sales
- ☐ Christmas Tree Sales

☐ **ELECTRICAL**

- ☐ Service Replacement
- ☐ Total Sq. Ft.
Commercial Area _____

☐ **HEATING**

- ☐ Type _____
- ☐ # of Units _____
- ☐ Total Sq. Ft.
Commercial Area _____

SITE DEVELOPMENT

- ☐ Accessory Structure
- ☐ Addition/Alteration
- ☐ Berm
- ☐ Clear/Grade
- ☐ Drainage System
- ☐ Dredge
- ☐ Driveway
- ☐ Fence in Floodway
- ☐ Fill/Grade
- ☐ Non-residential Development
- ☐ Pond
- ☐ Principal Structure
- ☐ Principal Structure/Septic

☐ **Residential Development**

- ☐ Road
- ☐ Seawall
- ☐ Septic
- ☐ Shoreline Repair
- ☐ Site Restoration
- ☐ Stockpile
- ☐ Subdivision
- ☐ Swale
- ☐ Topdressing
- ☐ Wetland Delineation
- ☐ Wetland Disturbance
- ☐ Wetland JD
- ☐ Wetland Mitigation

- ☐ Total Disturbed Area (square feet): _____
- ☐ Excavation/Grading Costs: \$ _____
- ☐ Depth of Fill or Excavation: _____
- ☐ Volume of Fill or Excavation (cubic yards): _____

- ☐ Temporary Seasonal Sales Farm Produce
- ☐ Temporary Food Sales
- ☐ Temporary Shelter

☐ **AIR CONDITIONING**

- ☐ # of Units _____
- ☐ Total Sq. Ft.
Commercial Area _____

☐ **WATER**

- ☐ Well Diameter _____ inches
- ☐ Health Dept. ISD # _____

☐ **SEWER**

- ☐ Septic

PLEASE COMPLETE THE INFORMATION ON THE REVERSE SIDE OF THIS FORM

OFFICE USE ONLY

Subdivision Name: _____

Lot # _____ Block # _____ Unit # _____

Zoning _____ Section _____ Township _____ Range _____ Page # _____

INFORMATION SHEET

Contractor	Name	Address	Phone
Architect			
Design Engineer			
Structural Engineer			
General			
Excavating			
Concrete			
Steel			
Carpentry			
Electrical			
Plumbing*			
Heating			
Sheet Metal			
Glazing			
Insulation			
Drywall			
Roofing**			
Masonry			
Siding			
Landscaping			
Elevator			
Septic			
Well			
Sewer			
Water			
Pool			
Fence			
Deck			

* Plumbing State License #_____

**Roofers State License #_____